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## **2014 Board Meeting Policy**

1. The board meeting dates will be decided in advance and we will stick to them, unless there is a major conflict. Not everyone can make every meeting (call in will be available); however, make an effort to be there in person. Meetings will be held in Feb, Mar, April, May, June, Sept, Oct, Nov and an AGM in Jan.
2. The board meetings will start on time, unless a major issue develops (snow storm) at the last minute.
3. We will focus on covering the board meetings in 2 hours, with a minimum of ½ an hour devoted to forward planning, development, etc. at the end of the meeting. If additional time is needed for a committee discussion, this can be done after the main meeting and only those on the committee need to be in attendance.
4. The members and various committees will be expected to actively manage their portfolios, handle the day to day administration, etc. and provide a “big” picture report to the board. We do not need to discuss the details within each report. Exceptions being as follows:
  - a. Any decisions that establish a new policy or change an existing one.
  - b. Any decisions which involve a conflict with another organization.
  - c. Any decision that involves finances outside the established budget.
5. If an issue, concept etc. is raised at a board meeting without backup material, it will be referred to a board member or committee for investigation. We will try not to deal with cold issues unless they are emergencies.
6. Everyone will have a chance to voice their opinion/comments on issues, decisions etc., however we will not be rehashing each comment multiple times. Be concise and relevant.
7. There is nothing wrong with a good old fashioned passionate discussion with members having opposing views as long as the discussion is not personal and everyone remains calm and does not raise voices etc. We are all passionate about the game and this will come out from time to time.
8. Minutes will be kept and circulated within one month of the board meetings. The minutes are to include decisions, changes or additions to policy and any matters that require follow up. The minutes do not need to include all the discussions arriving at the above. All matters for follow up will be added to the action item list.
9. All information discussed at the board meetings, decisions (until added to the policy register), comments etc. are confidential unless otherwise specifically discussed and agreed to by the board.
10. An agenda will be circulated (or put into the approved virtual storage location) at least 7 days prior to the board meeting. Any agenda item that is not sent to the secretary by the deadline will be considered low priority and only discussed if time permits. If the item requires a policy change or approval by the board, a back up document must be provided to the secretary by the deadline outlining the proposed change or new policy and the reasoning behind the change or new policy.
11. All members will provide an update (to the President) on outstanding assigned action items at least 2 weeks prior to the target completion date.